

SECRET (When Filled In)

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AREA OR COUNTRY (S)	PERSONALITIES	DOCUMENT
HQ	O/Comptroller History	DATE: 1958-
	BOB Finance	1960
	Congress Budget	
	PRC* Records	
IDENTIFICATION OF DOCUMENT (author, form, addressee, title & length)		CLASS.: S
Historical Staff File: Comptroller--Interviews and notes by [REDACTED] 1953-1960		NO. 1
		LOCATION: HS/HC-153

ABSTRACT

This file contains: (1) Interviews with key officials in the Comptroller's Office concerning role of the Bureau of the Budget and use of contingency funds (2) notations of records retired by and retained in the Office of the Comptroller (3) 5 x 8 slips summarizing pertinent Agency regulations and other specific actions affecting the Agency's financial program.

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STATINTL

[REDACTED] 30 March 1955, Plans, Programs, and Projects, SECRET  
Project Review Committee

STATINTL

Rescission: [REDACTED], dated 16 January 1953  
Memorandum, dated 15 May 1951, from William W. Jackson,  
DDCI, Subject: "Project Review Committee Procedures"


Memorandum, dated 29 Sept. 1951, from Allen W. Dulles,  
DDCI, Subject: "Project Review Committee Procedures  
Memorandum No 2"

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25X1A

 4 Sept. 1953, Confidential Funds, General, SECRET

Statutory authority, congressional intent, Agency interpretation,  
definition, general responsibility, general policies, individual  
responsibility

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25X1A [REDACTED] 19 May 1956, Confidential Funds, SECRET

Obligation and Expenditure of Funds

25X1A ~~revision~~ (rescission) [REDACTED] dated 25 Feb. 1954

Discusses definitions, basic principles, responsibilities, establishing obligations, payment of obligations, disposition of unobligated funds, profits, approval of expenditures, special authorizations.

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25X1A



25 February 1954, Confidential Funds, SECRET

Custody and Control of Funds  
Approving Officers

General, Designation, Principles governing designations, responsibilities

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25X1A [REDACTED] Confidential Funds, 12 Sept. 1955, SECRET,  
C study and Control of Funds  
Certifying Officers

25X1A Rescission. [REDACTED] dated 25 February 1954

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25X1A

 25 Feb. 1954, Confidential Funds, SECRET  
Custody and Control of Funds  
Agent Cashiers

appointment, bonding, duties and responsibilities, resolutions  
of questions, authorities

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25X1A

 25 February 1954, Confidential Funds, SECRET  
Custody and Control of Funds  
Funds Control -Field

Definition of field installation, designation of custodians,  
duties and responsibilities of, bonding of custodians,  
responsibilities of chiefs of field installations, finance officers.


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25X1A

 Confidential Funds, 1 March 1954, SECRET  
Use of Funds of Other Government Agencies

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25X1A [REDACTED] Revised 8 Oct. 1956, Confidential Funds, SECRET

25X1A [REDACTED]

25X1A                      Rescission:                      dated 1 March 1954

Defines commodity assets, prescribes the method of obtaining authorization for their use, outlines accounting requirements, and states responsibilities of custodians relating thereto.

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25X1A



Confidential Funds, Revised 6 Feb 1958 SECRET  
Funding Techniques, [REDACTED]  
Bank Accounts

25X1A

25X1A

Rescission: [REDACTED] change 1 dated 12 August 1954 and Figures 1  
and 2 dated 1 March 1954.

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April 1954, SECRET

Class A Accounting and Reporting Procedure

Discusses accounting in dollar value, accounts to be maintained, records to be maintained, vouchers and forms, reports to be submitted, annual closing entries, allotment control, forms supply, schedule of attachments

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25X1A





(HS files)

7 May 1954, Budget Formulation, CONFIDENTIAL

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25X1A

 29 May 1954, Confidential Funds, SECRET  
Funding Techniques,   
Advances

25X1A

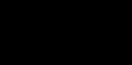
Policy, definition, procedures for adjudicating gains or losses.

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 Confidential Funds, 25 June 1954, SECRET,  
Custodianship, Accounting, and Reporting

Custodianship, accounting standards, special accounts and funds,  
financial reporting

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Allotment Control Procedure , June 1954, SECRET,

Discusses scope, definitions, responsibilities, procedures,  
records, reports, forms,

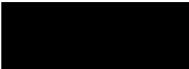
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 1 November 1954, Vouchered Funds, SECRET  
Treasury Department Imprest Funds

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 29 December 1954, Confidential Funds, SECRET  
Special Claims  
Reimbursements for Personal Taxes Occasioned by Agency Requirements

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25X1A

 26 March 1955, Confidential Funds, SECRET  
advances  
Agency Imprest Funds

Definitions, policy, limitation of amount of fund, establishment  
of fund, responsibilities of custodian of fund, accounting for  
funds expended, internal audit,

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85X1A

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25X1A [REDACTED] 18 October 1955, Plans, Programs, and Projects, SECRET

Submission of Annual Programs to the Project Review Committee

25X1A Recission: [REDACTED] dated 1 April 1955.

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[REDACTED] 1 April 1955, Plans, Programs, and Projects, SECRET  
Submission of Projects to the Project Review Committee,

25X1A

Rescission: [REDACTED] dated 29 July 1953  
preparation of project outlines

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25X1A [REDACTED] 0 May 1955, Budget Execution, Operating Budgets, CONFIDENTIAL,  
(ES files)

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20 May 1955, Confidential Funds, SECRET  
Salary Advances and Advances Against Travel Vouchers and Other  
Accountings.

Requirements for advances of earned salary and advances against  
travel or other accountings when a personal hardship would otherwise  
result.

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25X1A

 1 June 1955, Budget Formulation, Confidential (?),  
copy in Records Control

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25X1A [REDACTED] Confidential Funds, Revised 16 Nov. 1957, SECRET,

Funding Techniques, Foreign Exchange, and Commodity Assets  
Rates of Exchange

25X1A Rescission: [REDACTED] dated 18 June 1955

Rates of exchange to be used in (1) liquidation of official U.S.  
dollar obligations to personnel and (2) reporting expenses of operations.

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22 June 1955, Confidential Funds, SECRET, Tentative  
Allotment Control Procedure

Transportation of Things

Discusses purpose and scope, definitions, procedure, records,  
and reports, effective date

HB expires 30 June 1956.

FY 1957, BB, n. D-4-2 30 Sept 55, SECRET

Developed a procedure for the maintenance of a single allotment control  
for transportation of things charges applicable to confidential funds  
and the necessary instructions to implement this procedure were issued  
in handbook form.

FY 1958, BB, p. D-3-3, 30 Sept 55, 5  
noted.

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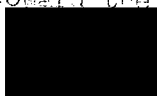


26 July 1955, All Funds, SECRET

Application of the Proceeds of Sales of Government-owned Personal  
Property Toward the Purchase of Replacements

25X1A

Reference:



Supply Requisitioning

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25X1A [REDACTED] 15 May 1956, Budget, CONFIDENTIAL,  
25X1A [REDACTED] operating Budget, FY 1957, Preliminary Estimates, FY 1958

(HS files)

25X1A [REDACTED]  
Mentions proposed [REDACTED] "The Budget Function" and proposed [REDACTED]  
"Budgetary Procedures"

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25X1A

Finance Handbook for Field Case Officers, 17 December 1956, SECRET

Discusses Officers' basic responsibility, obligation of funds, Form No. 882, Notice of Obligation Incurred, Accounting for Funds, Form 42, Receipts and certificates, Projects with Administrative Plans, Definition of terms.

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25X1A [REDACTED] 5 April 1958, Plans, Programs, and Projects, SECRET  
Agency Activities Approval System and Review of Operating Budgets,  
25X1A Rescission [REDACTED] dated 30 March 1955  
Program, Project, and Operating Budget Approval, Project Review  
Committee.

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BB  
15 Sept. 1954  
Est. FY 1956, S  
p. ~~98005~~ x Ex G-4-5 Fin  
Developed quarterly reports on proprietary, subsidy, and special projects

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BB

15 Sept. 1954, Est. FY 1956, p. G-4-5  
SECRET

Appointed additional field Certifying Officers for the certification of accounts at the field stations, which has improved control of funds and has made possible the extension of the Office of Audit's Field Audit Program to additional overseas stations.

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BB

15 Sept. 1954, Est. FY 1956, -. G-4-6, SECRET

Machine Records and Operations

Developed an Agency position control register giving T/O, assigned personnel, unassigned personnel, vacant positions, and other related studies.

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BB

15 Sent 1954, Est. FY 1956, p. G-4-6 SECRET

Machine Records and Operations

Extended application of machine records procedure for maintaining financial and accountin control over Agency property, both in stores and in use, to a major field area.

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BB

15 Sept. 1954

FY 1956, S. P. G. 4-2

IBM card for overt payroll, gross earnings, deductions, net pay for each pay period.

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FY 1958, BB, 30 Sept. 1956, SECRET, p. D-3-2

✓ Developed a regulation for issuance under Agency regulatory issuances setting forth the financial requirements for special projects (proprietary, subsidy, and others) relating to budgeting, funding, accounting, and financial reporting.

4-11  
p. D-3-6

Extended detailed budget and related funding controls to two major proprietary projects.

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FY 1957, BB, 30 Sept. 1955, SECRET, p. D-4-2

Revised procedure for confidential funds allottees for use in the decentralized control of allotments and extended its application to additional major components effective 1 July 1955.

25X1A

June 1954, S. (7)

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FY 1957, BB, 30 Sept. 1955, SECRET, p. B-4-4

Fiscal

With the cooperation of the Treasury Department and the General Accounting Office, improved security and disbursing operations of the on-site Disbursing Branch of the Treasury to conform with established procedures and yet curtail possible ready identification of CIA transactions and reports

In collaboration with the Treas. Dept and GAO, simplified and improved the expediting of claims payable from the certified claims account with added security coverage.

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FY 1958, BB, 30 Sept. 1956, SECRET, p. D-3-7

Accounting for Overt Operations

Improved security in disbursing operations by installation of International Business Machines tabulator which makes the check listings



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FY 1957, BB, 30 Sept. 1955, SECRET, p. D-4-2

*File?*  
Developed new or revised regulations for release under Agency regulatory issuances to provide the necessary policy and procedure to implement the requirements of the Agency under laws passed during the period. These include regulations pertaining to employees covered under the social security act as amended, unemployment compensation for federal employees, and the federal government insurance program and the collection of indebtedness resulting from erroneous payments to military and civilian personnel.

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FY 1958, BB, 30 Sept. 1956, SECRET, p. D-3-3

Developed a method of accumulating the data, designed the format and prepared the report indicating the receipts and disbursements of Agency funds and a reconciliation of the net balance with agency Treasury Accounts Current on appropriations for Fiscal Year 1952 through 1955.

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FY 1957, 30 September 1955, BB, SECRET, p. d-4-2

Fin  
Developed a field handbook setting forth the procedure for financial control for property (manual method) for application in certain overseas areas.

FY58, 30 Sept. 1956, BB, S. p. D-3-2  
Installed in 3 major overseas areas + 1 domestic  
field station  
p. D-3-8, also

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FY 1958, BB, 30 Sept. 1956, SECRET, p. D-3-6

Further integrate the budgeting exercises with the program exercises especially in the Plans Area.

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FY 1957, BB, 30 Sept. 1955, SECRET, p. ~~D-4-4~~

Further ~~data~~ refined the budget submission process to provide for more preliminary planning in order that the Director may determine the over-all scope of operations and make budget allocations to the various offices.

Improved the operating budget plan whereby the various offices submit their current estimates and justifications for program requirements and related costs, which provides for a more effective review of programs immediately prior to the beginning of the fiscal year for which the request is being made and a more solid basis on which to make allocations and allotments of funds.

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FY 1958, BB, 30 September 1956, SECRET, p. D-3-5

The operating budget phase of Fiscal Year 1957 and the preliminary estimates for Fiscal Year 1958 were consolidated into a single submission to simplify and strengthen the preparation, review, and analysis processes. This approach also focuses attention upon the interrelationship of fiscal year activities and changes.

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15 Sept 1954 *Budget*  
Estimate for FY 1956, *S*

Improved the method of determining program costs to the extent that presentation of the Agency budget on a program basis has become reasonably valid and the thinking of those reviewing budgetary requirements has been directed towards programs and costs of programs rather than just organization and object class costs.

*FY 57, 30 Sept 55, B B, SECRET, p. D-4-4*  
*Repeated.*



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FY 1958, BB, 30 Sept. 1956, SECRET, p. D-3-6

Drafts of a proposed Agency budget regulation and three supporting handbook chapters were prepared and distributed to all offices for coordination.

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FY 1957, BB, 30 Sept. 1955, SECRET, p. D-4-6

Finance

Improved the format of project reports in order that operating and administrative officials can more readily determine projects which are delinquent and deficient in submission of accountings.

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FY 1957, BB, 30 Sept. 1955, SECRET, p. D-4-6

Arranged with the Department of Defense for utilization of audit facilities of that organization where both agencies have contracts with the same commercial or manufacturing firm and where security arrangements can be made which will permit the use of such facilities.

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FY 1957, BB, 30 Sept. 1955, SECRET, p. A-4-5

A Finance Division Procedures Committee continued to review and approve Finance Division Operating Procedures, thereby implementing and interpreting regulations, handbooks, Comptroller Notices, and other Comptroller Instructions with respect to accounting and financial matters at the work level.

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FY 1957, BB, 30 Sept. 1955, SECRET, p. D-4-2

*Fin*  
Designed and installed complete accounting and reporting systems in certain Agency special projects and instructed accounting personnel in the operations of these systems. Maintained a continuing review of accounting systems previously installed in Agency special projects; and continued to provide instructions to accounting personnel in the operation of these systems.

*FY 1958, BB, 30 Sept. 1955, S, p. D-3-3  
Identical item.*

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FY 1957, BB, 30 Sept. 1955, SECRET, p. D-4-3

Improved and strengthened the training programs for budget and finance personnel and continued the training program to provide technical operating instructions for employees of the Machine Records Division.

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FY 1958, BB, 30 Sept. 1956, SECRET, p. D-3-8

Definition developed of responsibilities and authority of the Comptroller's Office and the Office of Logistics with regard to the negotiation, administration, audit and settlement of Agency contracts.

Security Staff, Office of Logistics, now provides a security briefing for Industrial Contract Audit personnel prior to visits to contractor's plants.

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FY 1958, BB, 30 Sept. 1956, SECRET, p. D-3-11

Arranged for the Office of Logistics to designate a coordinator to determine priorities in arranging schedules of reports prepared for the Office of Logistics.

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FY 1958, BB, 30 Sept. 1956, p. D-3-8.

STATINTL

Controls have been perfected with the result that reconciliation is  
conducted each month of assignments by area divisions [REDACTED]  
[REDACTED]

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FY 1958, BB, 30 Sept. 1956, SECRET, p. D-3-4

Participate with Management Staff in the survey begun in 1955 fiscal year of reports issued by the Machine Records Division for the purpose of simplifying, combining or eliminating reports wherever feasible.

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FY 1958, BB, 30 Sept. 1956, SECRET, p. D-3-11

Established a training program for Tabulating Equipment Operators within the Division.

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Financial and Accounting Procedures for Property-Machine Method

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FY 1958, BB, 30 Sept. 1956, SECRET, p. D-3-6

Developed a more secure system of lapsing funds into the General Fund and improved security of handling over-all appropriations.

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FT ~~1858~~ 1957, BB, 30 Sept. 1955, SECRET, p. D-4-4

Extended the business-type budget procedure to certain proprietary activities which involve the submission and review of a detailed budget. These budgets are prepared so that operations under them may be reviewed in comparison with the regular financial statements issued by the proprietary, which provides a means for a more effective examination of performance and the related financial requirements of the individual proprietary organization.

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1958?  
HFG

**QUESTIONS REGARDING THE HISTORY OF THE OFFICE OF COMPTROLLER, 1953-1956**

Prepared by O/DCI/HS

1. What further steps were taken during the period to develop a unified budget and accounting system for the entire agency?
2. What further improvements were made in the budget and accounting methods during the period?
3. What further progress was made in rotation of administrative career budget personnel between DD/S and other components of the Agency?
4. How did the special arrangements with the Bureau of the Budget and with Congress operate during the period? What were the necessary steps taken to review the situation as a whole? What differences were there between the Agency budget process and an ordinary overt agency as far as preliminary estimates, office estimates, Agency estimates, Bureau of the Budget submissions, Congressional Budget, and operating budget were concerned?
5. What further developments were made in obtaining cost data? operating statistics?
6. What further improvements were made in the handling of unvouchered funds? Blanket waiver procedure?
7. What developments were made in project administrative planning?
8. What were the trends in the transfer of funds (Working Funds) from the Agency to other IAC agencies to perform special tasks?
9. What charts and tables based upon budget materials have been prepared for the Bureau of the Budget and the Congressional Committees?

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